



# **Alberta Council of Disability Services**

Suite 220 - 200 Rivercrest Drive SE, Calgary, AB T2C 2X5

Switchboard: (403) 250-9495 Fax: (403) 291-9864

Website: [www.acds.ca](http://www.acds.ca) Email: [acds@acds.ca](mailto:acds@acds.ca)

## **TECHNICAL WRITER**

### **Who We Are**

The Alberta Council of Disability Services (ACDS) is a not-for-profit network of community disability sector organizations in Alberta. Established in 1972, our member-driven organization works closely with the Government of Alberta and other partners, to strengthen the Community Disability Services (CDS) sector to benefit Albertans with developmental disabilities. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector.

### **What We Seek**

An innovative and creative individual with excellent written and verbal communications skills, who will help advance ACDS' strategic communications goals. Working under the supervision and guidance of the Director of Accreditation and Services, this position will provide support for the Standards and Accreditation department supporting the development, editing, and finalizing of site-survey reports following accreditation surveys and the survey process.

Located in Calgary, this full-time, temporary position will appeal to an energetic young professional, who understands the importance of effective communications to support organizational goals. The successful candidate will utilize and build on their strong communications and related skills, while learning about the non-profit sector and engaging in work that is making a meaningful difference in society.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The primary responsibility will be to ensure accreditation reports align with Creating Excellence Together (CET) reporting standards and are edited for clarity, grammar, format, and conformance to the corporate style, and perform quality assurance of department processes. The tasks and responsibilities of this position are to:

- Edit Site Survey reports and written material for clarity, grammar, and conformance to the corporate style.
- Write and edit material for the implementation of new Standards.
- Develop questionnaires to increase the transparency and inclusivity of the survey process.
- Update and edit manuals and other related documents.
- Format and fact check documents, while meeting strict deadlines.
- Perform quality assurance of department documents.
- Assist with maintaining communication systems such as newsletters, website updates, and presentations.

---

**Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.**

## QUALIFICATIONS AND COMPETENCIES

- Post-secondary education or training in communications studies, English, or other subjects with emphasis on written communication
- Excellent written and verbal communication skills
- Exceptional level of attention to detail
- Strong analytical skills for processing information
- Solid time management, and ability to prioritize projects
- Demonstrated proficiency with Microsoft office products including Excel, Word, and Outlook
- Must be between the ages of 18 and 30 years old and be a Canadian citizen or permanent resident (as per the Canadian Summer Jobs 2022 requirements)

This position will run for eight weeks in Calgary (for 280 hours of work, averaging 35 hours per week). ACDS offers \$19/hour for this position, as well as opportunities to be mentored by professional staff in a highly supportive work environment. Individuals with background experience and/or enthusiastic interest in technical writing, quality assurance, writing with purpose and clarity, and managing systems of content/information will find this opportunity a great learning experience. Individuals who identify with any of the below underrepresented groups are especially encouraged to apply:

- Recent immigrant youth and recent refugee youth (recent is defined as having arrived in Canada in the past 5 years)
- Indigenous youth
- Black and other racialized youth
- Youth with disabilities
- Visible minorities
- LGBTQ2
- Women

E-mail résumé and cover letter to: [hr@acds.ca](mailto:hr@acds.ca).

Please state "Technical Writer - Website" in subject line.

**Deadline: 8:00 am on Monday, May 16, 2022**

Only candidates selected for an interview will be contacted. Please do not follow up your application by emailing, phoning, or visiting our office. Candidates will be required to bring documents to prove academic credentials. Position will remain open, and deadline may be extended until the ideal candidate is found.

---

**Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.**